

Date: .....

**ANNEXURE**

**EMPLOYERS UNDERTAKING**

Mr./Ms./Mrs. .... is a contract employee of PHPA-II with effect from .....upto..... And attached to .....

We hereby, confirm that the information provided by Mr./Ms./Mrs. .... Holding the post of ..... in our organization is correct. Therefore, we recommend for grant of loan of Nu. ....(Ngultrum.....)If the loan is sanctioned, we undertake to deduct and remit monthly installment for his/her salary.

In the event the services of the employee is terminated/absconds or no longer works for us for any reasons whatsoever, then our liability will be restricted only to the extent of the sum payable by way of pay & allowances and terminal benefits, if any.

**Details of the employee**

Position	<input type="text"/>	Initial Appointment Date	<input type="text"/>
Grade	<input type="text"/>	Last date of contract period in PHPA-II	<input type="text"/>

**Remuneration and Deduction Details**

Pay & Allowances		Deductions	
a) Basic Pay		A) Statutory Deduction	
b) Allowances		a) PF Contribution	
i) Project Allowance		b) GIS Contribution	
ii) Puna Allowance		c) Health Contribution	
iii) Special Allowance		d) Personal Income Tax	
iv) House Rent Allowance		e) SSS Contribution	
v) Contract/Deputation Allowance		f) Others (SWF)	
vi) Communication Facility		B) Non Statutory Deductions	
Vii) Fixed allowance		a) Loans & Advances	
		b) Electric Charges	
		c) House rent Deduction	
<b>GROSS PAY</b>		<b>TOTAL DEDUCTIONS</b>	

**Signature& Seal of recommending Officer of concerned wing  
Name & Designation:**

Dy. Chief Finance Officer's Seal
Name:
Signature:

Sr. Personnel Officer
Name: Kinga Om
Signature: